



### **Employment Opportunity**

#### **SUPPORT CLERK, STRATEGY & COMMUNITY GROWTH, PERMANENT FULL-TIME**

***Location: Lac La Biche, Alberta (Work On Site/No Remote Option)***

***Are you interested in working for a progressive organization that supports its employees and promotes a healthy work culture? Are you looking for work life balance, and do you love spending time outdoors and being one with nature? Apply now for an opportunity to work at the Lac La Biche County. We want you to join our team!***

***Lac La Biche County is rich in lakes, parks, and outdoor experiences, and home to some of Alberta's top industries. Lac La Biche County is a beautiful, prosperous community for people to visit, live, work and play. We have more than 150 lakes and 100 beaches, camping opportunities, and an excellent hiking trail system. Pair that with modern amenities like the Bold Center, future Aquatics Centre, schools, parks, community activities, sports and cultural activities, local community groups, and downtown shopping area, it's no wonder that Lac La Biche County is an ideal cabin and adventure area for County residents and visitors from nearby communities and international tourists!***

**The Organization:** Lac La Biche County is an organization driven by principles surrounding Excellence, Communication, Safety and Wellness, Collaboration, and Environmental Sustainability. Our employees enjoy the charm of working in the Lakeland Region, away from the hustle and bustle of the big city while still being able to enjoy a diverse, fast paced and fulfilling work environment. Our community is known to be one of the most diverse and unique communities in Alberta. Not only is it rich in history and culture, but it also surrounded by forests, parks, lakes, and golden sand beaches!

We continuously strive to remain an employer of choice by offering a strong health and safety program, competitive pay, amazing benefits, opportunities for professional development, as well as many wellness initiatives that support a work life balance. We also take pride in maintaining high standards surrounding equity, diversity, and inclusion in our workplace.

**For more information on Lac La Biche County check out these links:** [Lac La Biche County - Home](#) and [Tourism - Home](#)

***Want to be a part of our County team? We are actively searching for an administrative professional to fill this position!***

#### **Administrative Support – Strategy & Community Growth Division**

Lac La Biche County is seeking a skilled and professional individual to provide administrative support to the Strategy & Community Growth Division, with a focus on customer service, strategic initiatives, and communications support. This role plays a key part in supporting day to day operations and helping the division achieve its objectives.

#### **Customer Service & Reception Support**

- Assist with reception and front counter coverage, providing professional and welcoming support to visitors.
- Answer and direct phone calls, respond to inquiries, and take messages as needed.
- Assist with mail, deliveries, and office supply management.

## **Communications & Social Media Support**

- Assist in drafting and scheduling posts across social media platforms (Facebook, Instagram, etc.).
- Monitor accounts for comments, questions, and messages, providing timely responses.
- Support the creation of graphics, promotional materials, and other content using tools like Canva.
- Assist with website updates, event postings, and uploading content to the County website.

## **Administrative & Strategic Support**

- Assist with document preparation, reports, presentations, and data tracking.
- Maintain organized digital and paper filing systems.
- Support staff with planning, scheduling, and coordinating strategic initiatives.
- Assist with general office functions to ensure smooth operations.

## ***Want to be a part of our County team?***

To be successful in this position, you will hold these qualifications::

- Certificate in Business Administration, or a related. Diploma preferred.
- 2 to 3 years related work experience
  - A combination of equivalent education and experience may be considered.
- Work experience in marketing, communications, and community development is an asset
- Excellent communications (oral and written), customer service, and public relations skills
- Excellent computer skills in MS Suite (Word, Excel, Publisher, Teams, Outlook), Adobe Acrobat, Foxit PDF, Canva or similar tools such as Adobe Creative Cloud Suite
- Ability to maintain confidentiality
- Strong analytical, problem solving skills
- Ability to manage multiple priorities with accuracy and professionalism
- Team oriented with the ability to assist in advancing division initiatives and communications

## **Why Join Us?**

This role offers the opportunity to support essential administrative functions, contribute to strategic projects, and assist with communications that promote and grow Lac La Biche County. You will be part of a collaborative team committed to efficiency, professionalism, and excellence in service.

## **Position details:**

- Salary \$58,203.60 to \$74,547.20 annually (\$31.98 to \$40.96 hourly)
- Days/Hours: Based on 1820 hours annually with a 35 hour work week, Monday to Friday from 8:30 a.m. to 4:30 p.m.. Working days and evenings/weekends as needed for special projects and emergency work

## **Comprehensive benefits and pension package:**

- Municipal (LAPP) pension
- Sunlife extended health and dental (100% employer paid)
- 15 days accrued vacation; 12 days personal health leave
- Long term disability and life insurance
- All access pass to Bold Multiplex and Pool
- Employee & Family Assistance Program (EFAP)
- Training and professional development opportunities
- Active Social Committee, Green Committee and Focus Indigenous Committee

- Moving Allowance
- Work life balance and lake Life

**Competition Number: 42-SCC-25 Strategy & Community Growth Support Clerk**

**Closing Date: Open until a qualified candidate is found.**

If this sounds like you, apply in confidence to: Submit your cover letter quoting Competition **#42-SCC-25 Strategy & Community Growth Support Clerk along with your resume directly to the Competition at [Lac La Biche County - Available Careers](#)**. Click on the **Apply Now** button in the right hand corner of the competition to upload your application!

Candidates from this competition may be used to fill future vacancies at the same classification level within the next 6 months.

*We thank all interested applicants; however, only applicants selected for an interview will be contacted.*